

Systems Software Specialist III (Technical)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: March 10 – 12, 2003

Collective Bargaining Identification:

Job Analysis Conducted By: Carol MacMillan, Personnel Examining Analyst,
Personnel Examining Section

Number of Incumbents: There are no incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated December 2002. However, the Information Services Division is attempting to have a position reclassified, so we are testing for it now.

Names of the Subject Matter Experts and their background:

Carol Meraji, Data Processing Manager III, Information Services Division

Carol has been with the Department of Corrections in management at Information Services Division for four years. She will manage the position of Systems Software Specialist III (technical) once it has been reclassified.

Doug Knutson, Data Processing Manager III, Information Services Division

Doug has been with the Department of Corrections at the Information Services Division for 22 years, working in both line staff and management positions.

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INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- Allocation guidelines
- California Class Specs
- Job analysis data from SPB
- Systems Software Specialist II job analysis (PES)